DOCUMENT RESUME

ED 103 602 CE 003 192

AUTHOR	Eisen, Irving
TITLE	Seven Steps to Finding YOUR Place in the World of Work: A Guide for Jewish and Other Minority Youth. Pamphlet No. 1015.
INSTITUTION	B'nai B'rith, Washington, D.C. Vocational Service.
REPORT NO	BBVS-P-1015
PUB DATE	71
NOTE	33p.
EDRS PRICE	MF-$0.76 HC-$1.95 PLUS POSTAGE
DESCRIPTORS	*Career Choice; *Employment Interviews; Employment Opportunities; Employment Qualifications; Equal Opportunities (Jobs); Females; Jews; *Job Application; Labor Market; *Minority Groups; Vocational Development; Work Attitudes
IDENTIFIERS	World of Work

ABSTRACT

The booklet opens with a section on the psychology of motivation which is intended to clarify the importance of "placement readiness." The seven steps which are an essential part of the job-finding process are organized with a view toward making it easier for the reader to repeat the process each time it becomes necessary to seek a new and better job. The seven steps are titled: (1) find out what kinds of jobs you can qualify for; (2) find out where the jobs are; (3) ask!; (4) how to write the letter of application and complete the application form; (5) how to compose your resume; (6) preparing for your employment interview; and (7) communication during the interview. Attention is also called to the special aspects of job hunting for minority groups and women, and how to handle problems if they arise. These mainly relate to the effects of unfair discrimination in hiring or not hiring on the basis of race, sex, or religion. The final section on change emphasizes the relationship between true success on the job, openness to a changing world, and skill in finding a new job whenever the situation arises. (Author/BP)

Seven Steps to Finding YOUR Place in the World of Work

ED103602

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

"PERMISSION TO REPRODUCE THIS COPYRIGHTED MATERIAL HAS BEEN GRANTED BY
S. Norman Feingold
B'nai B'rith C&CSer.
TO ERIC AND ORGANIZATIONS OPERATING UNDER AGREEMENTS WITH THE NATIONAL INSTITUTE OF EDUCATION. FURTHER REPRODUCTION OUTSIDE THE ERIC SYSTEM REQUIRES PERMISSION OF THE COPYRIGHT OWNER"

by IRVING EISEN, Ed.D.

BEST COPY AVAILABLE

Communicate during the interview.

Prepare for your employment interview.

How to compose your resumé.

Learn to write the letter of application and complete an application form.

Ask!

Find out where the jobs are.

Find out what kinds of jobs you can qualify for.

UE003 192

Published by B'nai B'rith Vocational Service

Under the Euitorship of
DR. S. NORMAN FEINGOLD, *National Director*
B'NAI B'RITH VOCATIONAL SERVICE

BBVS Pamphlet #1015

B'NAI B'RITH VOCATIONAL SERVICE
National Commission

Chairman
IRVING RUBINSTEIN, SR.
New York, N.Y.

Honorary Chairmen
DR. ALFRED A. BENESCH
Cleveland, Ohio
MILTON BERGER, ESQ.
Philadelphia, Pa.
DR. MAURICE JACOBS
Philadelphia, Pa.
DR. LEON J. OBERMAYER
Philadelphia, Pa.

Vice-Chairmen
STANLEY M. KAUFMAN
Dallas, Tex.
H. BURTON SCHATZ
Chicago, Ill.

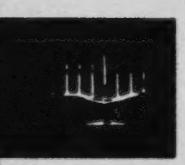
Treasurer
KIVIE KAPLAN
Chestnut Hill, Mass.

Secretary
MRS. HAROLD L. BLUM
Bloomfield, Conn.

Supreme Lodge Liaison Officer
PHILIP LAX
Maplewood, N.J.

DR. WILLIAM A. WEXLER
President, B'nai B'rith
Savannah, Ga.
MRS. NATHAN HOLSTEIN
President, B'nai B'rith Women
Pittsburgh, Pa.
RABBI JAY KAUFMAN
Exec. Vice President, B'nai B'rith
Washington, D. C.
DR. HAROLD B. BARRIE
St. Paul, Minn.
DR. SAMUEL E. BINSTOCK
Pittsburgh, Pa.
JOSEPH L. COHEN
Denver, Colo.
ABE CRAMER
Pottsville, Pa.
GERALD J. DIAMOND
Ottawa, Ontario, Canada
DR. SAMUEL FRIEDMAN
Baltimore, Md.
DR. HARRY GLAZER
Montgomery, Ala.
NORMAN R. GODELL
Los Angeles, Calif.

MELVIN H. GUNN
Hamilton, Ontario, Canada
DR. REUBEN S. HORLICK
Arlington, Va.
MILTON W. KADISH
Waterbury, Conn.
ALEXANDER SANDY KLEIN
Los Angeles, Calif.
MRS. MORRIS J. KROOS
Lyndhurst, Ohio
LOUIS L. LEIBOWITZ
Passaic, N.J.
JACK H. LEVIN
Miami Beach, Fla.
THEODORE B. MARKS
Akron, Ohio
PAUL L. SCHWARTZ
Memphis, Tenn.
MRS. A. LOUIS SEGAL
Philadelphia, Pa.
LOUIS WEBER
Southfield, Mich.



B'nai B'rith (Hebrew for "Sons of the Covenant") was founded in the United States of America in 1843. It is today the largest and oldest Jewish service organization in the world.
This publication has been produced by B'nai B'rith Vocational Service as one of the many public services of B'nai B'rith.

Illustrations courtesy of Follett Systems — Division of Follett Educational Corporation.

Copyright 1971. All rights reserved. Printed in USA.

B'NAI B'RITH VOCATIONAL SERVICE 1640 Rhode Island Ave., N.W., Washington, D. C. 20036

Library of Congress Catalog Number 75-163135

3/4 218

TABLE OF CONTENTS

	Page
Introduction	3
Get Ready To Look	4
Make a Career Decision	4
Learn a Trade or Profession	5
Adopt the Best Possible Attitude Toward Work	6
Seven Steps to the Skills of Job-finding	7
Step One: Find out What Kinds of Jobs You Can Qualify For	8
Step Two: Find Out Where the Jobs Are	10
Step Three: Ask!	12
Step Four: How to Write the Letter of Application and Complete the Application Form	13
Step Five: How to Compose Your Resumé	16
Step Six: Preparing for Your Employment Interview	19
Step Seven: Communication During the Interview	20
Succeeding on the Job	22
Special Problems of Minority Groups and Women	25
A Final Word: Keep an Eye on Changes in the World of Work	27
Selected Bibliography	29-31

INTRODUCTION

This career booklet is for YOU if you are getting out of school and going to work. It was written with YOU in mind if you are like one of the young persons described below:

1. graduating from high school,
2. completing a training program at a trade or a vocational-technical school,
3. completing some special training in the Armed Forces which prepared you for a "non-military" occupation,
4. receiving an associate degree from a two-year community college in a specialized technicial level occupation, or
5. receiving a bachelor's or higher professional degree from a college or graduate school.

This career booklet is for YOU if, having completed a program of education and training, and, having also had some work experience, you are now looking for either a better or a different job. You will most likely need to use the skills of job-hunting many times during your lifetime of work.

This career booklet is NOT YET for you if you are still in school and are interested mainly in finding part-time or temporary employment. If you are still in school and want to "try out" a role in the world of work, be sure to read the book *Part-Time, Summer and Volunteer Jobs* by Dr. Daniel Sinick, available from B'nai B'rith Vocational Service, 1640 Rhode Island Avenue, N.W., Washington, D. C. 20036, or *Finding Part-Time Jobs* by Dr. S. Norman Feingold and Harold List, available from Science Research Associates, Inc., 259 E. Erie Street, Chicago, Illinois 60611.

This career booklet is for YOU if you are seriously looking for your own special role to play as a working, productive adult in a busy, ever-changing world at work. Knowing the skills of finding jobs will be essential to your success in your career life.

The major content of this booklet describes SEVEN STEPS which are an essential part of the job-finding process. The steps are organized with a view toward making it easier for you to repeat the process each time you seek a new or better job.

The "Seven Steps to Finding Your Place in the World of Work" is preceded by a section on the psychology of motivation. This section is intended to help clarify the importance of "placement readiness." These are the conditions and inner feelings which must be "set" before you can expect to find yourself in a work setting suitable for you.

Attention is called to special aspects of job-hunting for members of minority groups and women. These mainly relate

to effects of unfair discrimination in hiring – or not hiring – on the basis of race, sex or religion. Comments are added on the needs and growing opportunities for minority youth to improve their chances for being employed.

The "Seven Steps" are followed by a section which, it is hoped, may help you appreciate that the future which the world of work holds for all of us can be forecast with certainty in one word – CHANGE. New technologies and organizational forms will call upon you for unusual responsiveness and sensitivity to change. The final section emphasizes the ever-closer relationship between true success on a job, openness to a changing world, and skill in finding a new job whenever the situation arises.

GET READY TO LOOK

This career booklet was written to help you plan your job-hunting steps effectively. It can help you find a job that is *right* for you if you are READY.

You are READY to look for a *right* job if you have completed the following preparations for the job hunt:

Make a Career Decision!

The jobs that can be right for you are ones that can offer you more than just a chance to "make a living." The best jobs are those that will help you "make a life" for yourself in a rewarding career that will not only meet your personal and social needs but satisfy your real interests.

If you are not yet sure what career will most likely express your interests and values, you should think seriously about first getting educational and vocational counseling. The Amer-

Make a Career Decision

ican Board on Counseling Services publishes, every two years, a directory of approved professional agencies. Your school or college counselor can help you make a wise career choice, or can refer you to a well qualified source of help. B'nai B'rith Vocational Service has twenty field offices throughout the United States which provide testing, counseling, and career information to thousands of youth each year. The Jewish Vocational Services, Presbyterian Guidance Services, YMCA's and various other professional resources in many communities employ specially trained counselors to help people make a career choice. Many colleges and universities maintain a counseling department and placement service for their students and alumni.

There are many booklets and pamphlets which describe opportunities in various careers. Your school, college guidance office, or your library will have a file of occupational literature. B'nai B'rith Vocational Service publishes educational and vocational guidance literature and leaflets describing careers which you may find helpful. *Occupations and Careers* by S. Norman Feingold and Sol Swerdloff, published by McGraw-Hill Book Company, is a standard text describing the world of work. It is available in most libraries.

Learn a Trade or Profession

Learn a Trade or Profession!

You are READY for active job hunting if you have spent time and effort in preparing for a particular career. Some employer will now be willing to pay you a full salary and provide you with opportunities for many personal satisfactions.

There are rare exceptions to the "fact of life" that you must have education and training for a career. Some people are

"born" with an unusual talent for art, music, or drama. Some people do have unusual strength to perform heavy labor. Others are born with unusual beauty and can model clothes and appear in special settings. Even these people require a degree of training. Most of us must acquire a salable skill or trade before we can actually earn an income that is secure, stable, and more than just enough to "make ends meet."

Some people have learned a salable skill based on a combination of common experiences. They have acquired such skills as: driving an auto, dealing considerately with people, or using small hand tools. Much of this kind of work is offered on a part-time or temporary basis. People who have reached this level of training can usually find jobs which meet immediate or short-term needs for earning their "daily bread."

The "fact of life" is, however, that the more specialized and necessary are the abilities you have to offer a prospective employer, the more likely he is to employ you and pay you a FULL salary.

Adopt the best possible attitude toward work!

You are READY to look for a job and will be most likely to find the best opportunities if your feelings about work are *positive*.

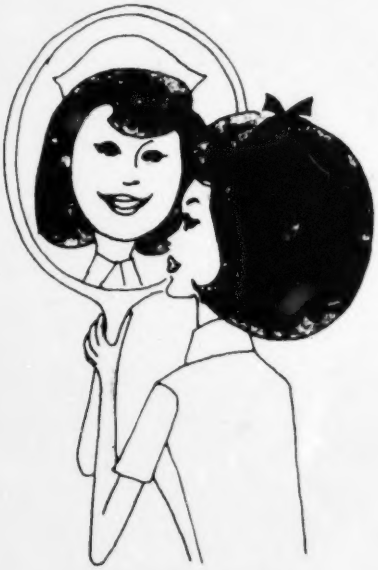
Negative feelings about work will, somehow, influence a prospective employer who may otherwise be interested in "buying" your skills and education. He will attempt to evaluate your motivations and decide whether you will produce at a reasonable level of efficiency.

You are READY to look for your special place in a world at work if:

1. work means you will increase your independence and meet responsibilities,
2. work means that you will have an opportunity to help the people you serve and benefit society as a whole.
3. work means that you can put your education, training, and energy to use constructively and creatively,
4. work means that you will gain experience and learn to do your job better,
5. work means gaining the respect of others and recognition for the things you do well,
6. work means that you will expand your social contacts,
7. work means opportunities for fun as well as funds, and
8. work means to you that you will enrich your life and become the best person you can.

If you think of a job *only* in terms of "money," you are probably not yet ready to do your best possible job of job-hunting. You might very well profit from a conversation with someone whose opinions you value highly. A teacher, counselor or a former employer may serve as a "sounding board"

for you in facing up to your feelings about work. Feelings of pessimism or hopelessness – some too deep for you to be fully aware of – may be dampening your enthusiasm or blocking your determination to find the best job for you. You may need to get your negative feelings about work "off your chest" before you are READY to find *your* place in a world at work.



Look at Yourself

SEVEN STEPS TO THE SKILLS OF JOB-FINDING

The following sections suggest seven steps you will need to follow each time you go job-hunting. Almost all vocational counselors and experts on labor market trends agree that you will need to use your job-hunting skills many times during your working lifetime. Even if you and your current employer are very pleased with things as they are, you may find yourself seeking a promotion to a new job.

Step One. Find out what kinds of jobs you can qualify for.

If you have been trained to fill any one job, it is almost a certainty that you can qualify for many similar jobs. For example, if you are trained to be a teacher, there are numerous jobs which are related to teaching and education. Step One tells

you how to identify similar job titles within the same "job family."

Step Two. Find out where the jobs are.

After identifying the job titles for various positions you could possibly fill, locate an employer with a vacancy. Step Two suggests a number of places to investigate actual job openings.

Step Three. Ask!

If you know what kinds of jobs you can qualify for and where the vacancies may be found, you will need initiative and "know-how" in applying for the job. Step Three suggests the many ways to apply for a job

Step Four. How to write the letter of application and complete an application form.

Of all the ways to ask for a job, the letter of application is often a most necessary means of expressing your interest. Step Four suggests the essential points in writing a letter of application and offers helpful hints in filling out the application blank.

Step Five. How to compose your resumé.

You can't pack all the facts about your qualifications into your letter of application. Step Five describes the most effective ways to summarize your training and experience. Composing your resumé is suggested as a way of looking at yourself and building self-confidence.

Step Six. Preparing for your employment interview.

The employment interview is the most crucial step in your job hunt. Advance thought and careful planning can improve your chances for employment. Step Six points out specific ways to prepare for a successful session with your future employer.

Step Seven. Communication during the interview.

The interview is a personal contact that must be anticipated each time you seek a new or better job. Step Seven emphasizes some of the often overlooked ways in which you may be able to communicate effectively everything you want known about the real you.

STEP ONE: FIND OUT WHAT KINDS OF JOBS YOU CAN QUALIFY FOR.

If you have made a reasonably clear decision about your career and have prepared yourself for a role in that overall

career field, you may recall having heard the titles of several jobs for which you can best qualify. Perhaps your counselor has mentioned several occupations to consider. No one really has to search for only one "best job." There are over 25,000 different jobs which the U. S. Department of Labor has found to exist in our country. With these many jobs there are more than just one or two jobs in any career field which may meet your needs, match your interests, and fully use your talents and abilities. To find out the titles of all the occupations which could interest you, observe the following:

. . . Make a list of as many job titles as you can recall. Use 3" x 5" index cards.

. . . The illustration below is a copy of a section of the "Dictionary of Occupational Titles," Vol. II – Occupational Classification, (Published by the U. S. Department of Labor, Manpower Administration). Most libraries have the latest edition of the D.O.T. in their reference sections. Study the "Occupational Group Arrangement of Titles" in the D.O.T. until you can see the relationship between "job families." Your counselor at school or at a public or private agency can often help you in catching on. Find and *list* titles of jobs related to the careers in which you are interested. You will find that a system of using a 3" x 5" index card for each job provides flexibility. Analyze the descriptions of the jobs in the D.O.T. to learn more about:

ART 280 PHOTOGRAPHY

PHOTOGRAPHY AND MOTION PICTURE CAMERA WORK

.062

Work Performed

Work activities in this group primarily involve photographing people, objects, or materials with still or motion picture cameras. Workers frequently conceive artistic photographic effects, and arrange and prepare the subject matter to be photographed.

Worker Requirements

An occupationally significant combination of: Imagination; aesthetic appreciation; a feeling for form and symmetry; an eye for color; dexterity with fingers and hands and eye-hand coordination; and a facility for dealing with people.

Clues for Relating Applicants and Requirements

Collection of cameras and scrapbook of own photos.
Collections of the work of great photographers.
Expressed preference for public contact work.
Success as photographer for college newspaper.

Training and Methods of Entry

Hobbies and casual experience in school and military service are usually considered extremely important factors for entry into this field. Courses in photography and newspaper or magazine theory and practice are also significant. Workers usually start with routine, stock assignments and progress through experience to the more creative facets of photography and motion picture camera work.

RELATED CLASSIFICATIONS

Decorating and Art Work (.031; .051; .061) p. 228
Art Work (.031) p. 232
Motion Picture Projecting, Photographic Machine Work, and Related Activities (.282; .382) p. 314
Artistic Restoration, Decoration, and Related Work (.281; .381) p. 234

QUALIFICATIONS PROFILE

GED: 4 5
SVP: 7 8
Apt: GVN 2 3 3 SPQ 2 2 4 KFM 3 3 3 EC 5 2 4 3 4

Int: 9 6
Temp: X 9
Phys. Dem: L 4 5 6

1. related classifications or "job families,"
2. required job training time,
3. capacities and abilities required,
4. interests which are related to each kind of work,
5. different types of occupational situations which require some personality adjustments,
6. physical demands and activities required, and
7. the working conditions and physical surroundings.

. . . To refine your list, eliminate duplicates and undesirable job titles. If you have listed your jobs on 3" x 5" index cards, arrange them in order of preference. Place the most desirable jobs in front of your card index file.

. . . Explore recent trends and gather data about those jobs you listed and their related job families in the "Occupational Outlook Handbook" (published by the U. S. Department of Labor, Bureau of Labor Statistics, Washington, D. C.). Your library or school counselor may have a recent copy of this biennial publication for your reference.

The textbook, OCCUPATIONS AND CAREERS, by S. Norman Feingold and Sol Swerdloff, published by McGraw-Hill Book Company, is another valuable resource. Along with other information, it will give you valuable leads to:

1. locations of employment in each job,
2. employment outlook and expected opportunities for well qualified applicants, and
3. where to obtain more information. (This section could lead to names and addresses of industry placement services, industry and trade newspapers, journals, and lists of leading employers.)

Make notes about your job leads on your 3" x 5" index cards. Next, refine your list again by eliminating or placing at the back of your pack those job cards with a relatively bleak outlook. Place at the front of the index cards those job cards with a promising future and opportunities available in sections of the country in which you are planning to live. (Of course, you wouldn't be considering a career in mining if you want to live in New York City!)

Get started—and continue your efforts until you have listed all the jobs of your choice.

STEP TWO: FIND OUT WHERE THE JOBS ARE.

Collecting your pack of index cards has helped you identify the jobs you want, the jobs which are probably available, the industries in which jobs are most likely to occur, areas of the country in which you may find such employment, and dis-

cover other valuable and relevant information. Where are you most likely to find the names and addresses of actual employers? Who has positions to offer which are similar to the ones you want to find? Where are the job vacancies? The answers to these critical questions may be in the following places:

Find Out Where the Jobs Are

1. newspapers—the "Help Wanted" columns of the classified advertisements,
2. trade and professional magazines,
3. "The Job Finder: It Pays to Advertise," Cambridge, Mass. Bellman Publishing Company. 1966.
4. yellow pages of telephone directories,
5. industry or professional placement services and Chambers of Commerce,
6. industrial directories (Thomas' Registry of American Manufacturers, McRae Blue Book, Moody's Industrial Manual, two directories by Dun and Bradstreet, the Million Dollar Directory, and the Middle Market Directory.),
7. industrial personnel offices,
8. union hiring halls,
9. your own school or college guidance or placement offices,
10. state-employment service offices,
11. federal civil service,
12. state, county, and municipal civil service or personnel offices,
13. local employment offices,
14. school board personnel offices,
15. local "Y," your church or synagogue or youth center,
16. friends and relatives—and their friends (especially

those employed in positions similar to the ones you hope to find),

17. city boards of trade, and
18. non-profit and governmental organizations (J.V.S., U.S.E.S., 40-Plus Clubs, etc.).

Ask for a Job

STEP THREE: ASK! (IF AT FIRST YOU DON'T RECEIVE, ASK, ASK AGAIN!)

There are definite ways to ASK for a job.

1. Write letters of application to potential employers.
2. Make appointments and appear for job interviews.
3. Place advertisements in the "Situation Wanted" columns of newspaper and magazine classified advertisement sections.
4. Visit public and private employment agencies and personnel offices of large companies for unscheduled interviews. File applications and leave a resumé.
5. File an application in your school or college placement office. (Alumni offices of many schools also do placement work.)
6. Place a "Job Wanted" notice on bulletin boards in your local "Y," Community Center or other organizations.

Your minister or rabbi, your teachers, and your professors meet and talk with many people each day. Business leaders, fraternal and service organization leaders—almost everyone who enjoys a role of meeting and dealing with people—welcome a chance to inform you about job possibilities and openings. ASK every friendly person you meet whether they know the name of an employer who is looking for a willing worker with your unique qualifications. ASK them to keep you in mind. Spread the news that you are "looking."

Of all the above ways to ASK for a job, the LETTER OF APPLICATION, the APPLICATION BLANK itself, the RESUMÉ, and the JOB INTERVIEW in particular require careful thought and preparation.

It is essential that your letters, application blanks, resumé, and interview manners communicate to employers the impression that:

1. you have made a definite decision to accept the kind of job for which you are applying,
2. you have the abilities, interests, and education the job requires,
3. you have a positive attitude toward work,
4. you have confidence in yourself, both as a unique person and as a valuable help to your prospective employer, and
5. you really want the job!

AVOID USE OF THE TELEPHONE, unless a call was specifically requested. The phone can be used to arrange the time and place for a personal contact; but avoid trying to conduct an "interview" on the phone. Telephone conversations are too impersonal and may interrupt a busy person. It is often too easy for an employer to dismiss your application by phone.

Getting a job is a job in itself. This usually requires a great deal of time and effort. Plan this "work" realistically and you won't be discouraged.

STEP FOUR: HOW TO WRITE THE LETTER OF APPLICATION AND COMPLETE AN APPLICATION BLANK.

It is important that your letter of application have an immediate effect that will attract the reader's attention and stimulate him to look further—to look at your resumé, invite you for a personal interview, or send an application form.

Here are some well-tried suggestions for writing letters of application:

1. Type your letter, unless your handwriting is perfectly legible and particularly attractive.

2. Use good quality, plain white paper. Follow a standard business style. Of course, make sure you've signed it before sealing the envelope.
3. Address your letter to a particular person, if possible, rather than to an official title.
4. Declare yourself as a candidate, making a reference to the specific position and to the name of the employer. If a mutual friend informed you about the job, mention his name. (Be sure you have your friend's consent.)
5. Describe your general qualifications and call attention to the enclosed RESUMÉ.
6. Mention your availability date, particularly if it is tied to graduation.
7. Close with a request that your correspondent make the next move—that he write or call you for an interview appointment. A phone number where you can be reached is especially important.
8. Keep a carbon copy. You may only need to change names and dates to use the important paragraphs for another letter. You may want to follow up your letter with a phone call to let the employer know your intentions are sincere.

Look at the letter of application below. Does it follow these suggestions?

111 Park Street
New Haven, Connecticut
06511
September 12, 1970

Dr. William J. Beucler
Personnel Director
Beucler, Wood & Brine, Inc.
501 Crescent Street
New Haven, Connecticut 06515

Dear Dr. Beucler:

Dr. Irving Eisen recently mentioned to me that you have a vacancy in your publishing organization. This is my application for a position as a technical writer.

My Bachelor's degree program was completed with a major in English at Southern Connecticut State College. My minor is in Biological Sciences. My work experience includes writing articles for our college newspaper describing programs and activities in our college Science Department. The enclosed resumé will give you a more complete picture.

I am not presently employed and will welcome an opportunity to start with your publishing organization at an early date.

Please call or write to me for an interview at any time convenient for you. My home telephone number is 624-8190.

Sincerely yours,

Alvin Smith.

ALVIN SMITH

Encl. (Resumé)

You may receive an application blank in response to your letter of application. The application blank serves as a messenger between the candidate and the potential employer. View it with the same importance you give to the letter of application. The employer who interprets the completed blank may find out more from it than the candidate ever intended. It is an important link in hiring.

Here are some helpful hints in filling out an application blank:

1. Fill out the application blank neatly and accurately. Physical appearance of the form tells the employer something about the applicant.
2. Use ink and print answers unless otherwise specified. Write your signature.
3. Answer all questions. Questions left unanswered become conspicuous by their absence.
4. Answer all questions as frankly and as honestly as you can. If you are hired your application form will become a permanent part of your personnel record.
5. Follow instructions. Be careful with dates and the order in which you tell about past job experience. If

Application Blank

asked to list both jobs and education in reverse order with most recent experience first, do so.

6. Give required number of references.
7. If requested, state minimum acceptable salary. This question should not be left unanswered.

"Practice makes perfect." The more forms you fill out, the easier it becomes to fill them out. Application blanks may be obtained from private or public employment agencies in your own area. Practice on them before the time when you need and want a particular job.

STEP FIVE: HOW TO COMPOSE YOUR RESUMÉ

A prospective employer will probably want more information about you than can be reasonably included in a letter. You can provide a quick summary of your background on a data sheet, commonly called a *RESUMÉ*.

Young people usually can summarize this data on one sheet. As your experience record grows you may need more pages for your resumé. Most effective resumés will look somewhat like the accompanying illustration. Follow these widely accepted suggestions:

1. Organize the data attractively and clearly so the reader can "spot" immediately the vital facts which concern him most.
2. Type your resumé. One perfect original can be duplicated adequately by photocopying, multilithing, or mimeographing. Use of a quality duplicating

Compose Your Resumé

service can save retyping costs. (Do not use mimeographed or duplicated letters of application! They should be somewhat individualized for each employer.)

3. State briefly the position, or type of position, which you are seeking. The person who is looking for "any kind of job" may not find his resume well received.
4. Identify yourself at the head of your resumé—your name, address and phone number.
5. Personalize yourself—age, height, weight, health, draft status, marital status.
6. Educational background should include your major, degrees or certificates earned, the schools from which you earned them, and dates of graduation. Start with your most recent educational experience first. Emphasize positive aspects of your academic and extra-curricular records in this section.
7. Work experience can be best described by listing, again in sequence starting with your most recent job and working back, the following data about each of your positions: job title, employer's name and address, beginning and ending dates, and a brief job description. Duties of jobs might best emphasize those which are like the one for which you are applying. (You might consider composing separate resumés for different career goals.)
8. Include in a separate paragraph other information about your qualifications: relevant honors or awards, membership in meaningful civic or professional organizations, hobbies, special interest field, or volunteer work.
9. Either list the names, titles, and addresses of three persons whose comments about your personal and job qualifications will be considered helpful by the reader of your resumé, or tell your reader you will furnish references upon request. (Never use anyone's name as a reference unless you have asked his permission.)
10. Attach a small photograph of yourself (not an informal snapshot!) if you feel the application warrants the additional expense. In some situations, such as federal employment, this is not permitted.

Carry extra copies of your resumé with you whenever you appear for an interview or visit an employment service office. Even if you have enclosed one previously, your letter and resumé may have become separated or even lost among the many papers in a busy office.

Be prepared to revise and up-date your resumé continu-

ously throughout your entire work career. Know your social security number. Save your college catalog. You may need the information it contains describing your courses of study. Keep your grade reports. File the original copies of letters of recommendation from each employer. Compile a running record of your annual salaries. Your resumé will serve as a brief picture of your record of continuing growth.

RESUMÉ

Alvin Smith
10 Mill Road
Woodbridge, Connecticut 06525
Home Phone: 624-8190

For a position in
TECHNICAL WRITING
AND RELATED WORK

PERSONAL:	**Height, 5'10"; Weight, 145 lbs.; Health, Excellent; Single; Draft Status, 2S.**
EDUCATION:	**Springfield Regional H.S., New Jersey, College Prep. Diploma, 1966. Southern Connecticut State College, Major in English, Minor Biology, B.A. 1970. Accepted in Evening Division Master's Degree Program in English at Southern Connecticut State College.**
EXPERIENCE:	**Student Assistant (part-time), 1968-70, Hilton C. Buley Library, Southern Connecticut State College, New Haven. Clerk and Delivery (part-time), 1966-68, Towers Pharmacy, Crown St., New Haven.**
EXTRA-CURRICULAR ACTIVITIES:	**Reporter and Feature Writer, College Newspaper (3 yrs.), Member of Science Fiction Club, S.C.S.C. President (1 yr.), Member of Varsity Soccer Team (2 yrs.)**
HONORS:	**Dean's List each semester in college, graduated Cum Laude, Grade average 3.531 (A-).**
HOBBIES:	**Playing soccer and golf, reading science fiction literature, making home movies.**

References will be gladly furnished upon request or copies of letters of recommendations may be obtained from Hadden Libby, Director of Placement Services, Southern Connecticut State College, New Haven, Connecticut 06515.

Preparing for Your Employment Interview

STEP SIX: PREPARING FOR YOUR EMPLOYMENT INTERVIEW

The employment interview is a face-to-face contact and is probably the most important step toward getting a job. The employment interview is equally important to the employer. Very few permanent positions are filled without some personal contact.

The job interview is likely to create natural tensions for you. All your previous steps in looking for a job have in many ways been leading up to this point. But they have also been very helpful preparations. Your analysis of job families in the *Dictionary of Occupational Titles* and in the *Occupational Outlook Handbook* hopefully have convinced you that you are definitely interested in this particular job. Your work in composing a resumé may have helped you feel confident that you are well-qualified for the job on hand.

Plan Your Interview!

Your goals for the interview all add up to making it a natural opportunity to discuss frankly those qualities you can offer your prospective employer and the job benefits to you. You are more likely to meet these goals and feel more relaxed if you know what is expected during the interview.

1. Find out in advance as much as you can about the company's products or services, its record of growth, and its employment picture. Many companies have a booklet describing their concern.
2. Find out about any special aspects of positions that are currently vacant.
3. Rehearse! Have a friend play the role of the employer by posing questions you may be asked: "Why do you want to work for us?" "What jobs have you held?"
4. Prepare essential questions about the job, salary, hours, working conditions, etc., which you may want to ask.

Go for your interview expecting to be dealt with in a friendly manner by a company representative who has been trained to meet strangers easily and talk with them pleasantly.

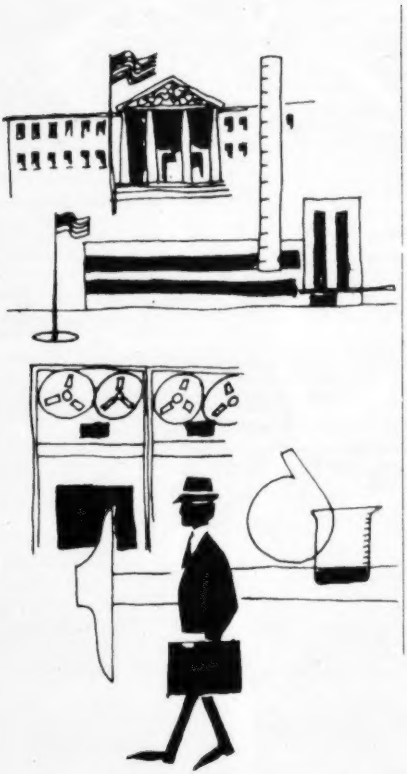
1. Dress appropriately. Avoid any appearance that draws attention away from the real you and blurs the purpose of your interview.
2. Know the exact address of where you're going, when to get there, how to get there, how much travel time to allow, the exact name and title of the interviewer, and his exact room location.
3. Arrive on time or a few minutes early. Arrive alone.

Political buttons may get votes, but not jobs. Gaudy jewelry or heavy cosmetics may attract a "date" but repel a job offer. A last-minute arrival will not help. Nor will you be at your best if you arrive just barely in time after a confused search for the right office and a "cliff-hanger" dash.

STEP SEVEN: COMMUNICATION DURING THE INTERVIEW

The employment interview is your opportunity to communicate! In addition to being verbal, you will communicate in many other ways. Everything you do, all your movements, will add up to "body language." Make your body and all your actions say positive things for you.

1. Smile, greet your interviewer, and shake hands firmly —*after* the interviewer extends his.
2. Watch for an indication of where you're expected to sit.
3. Sit with your face and your body turned toward the interviewer. Keep an "eye-contact" relationship going.
4. Smoke only if invited to do so. Don't chew gum.
5. Express appreciation for a chance to talk about yourself.



Interview is Face to Face Contact

6. Express feelings of enthusiasm about the job and the employing organization if you can do so honestly. Be as open, frank, and spontaneous as you can without unnecessarily hurting yourself or the person interviewing you.
7. Answer questions forthrightly and fully, but avoid too much talking.
8. Ask questions about the job which reflect interest in, and real concern for, finding a job which you will want to keep. Your questions might well include a few related to salary and "fringe" benefits. Be sure to ask about other matters, too. For example, ask for assurances that the employer is an "Equal Opportunity Employer" or that the climate of relations with unions or among employees is a friendly one. If social values or business ethics are important to you, raise such questions about the organization.

9. Be prepared to accept a job offer or have a ready excuse for additional time to decide. Most often, before the employer can make you a firm job offer, he will in all probability interview other applicants, send for your school records or college transcripts, or contact references and former employers.
10. Be prepared, in cases where large organizations use a personnel office, to be requested to take a standardized objective test. Think of such tests as part of the total "screening" interview.
11. Leave when the interviewer gives you some indication that he has all the data necessary.
12. Before your final exit indicate something which reassures the employer that you "really want the job."

The personal interview, in most instances, will be the last step in your job hunt. If you accept the offer, there may be personnel records to be completed, social security forms to be filled out, a physical examination to be taken, and a few other orientation steps to be observed. However, after the interview and the job offer you can rest assured that you've landed a job!

Succeeding on the Job

Success is never an *end* in itself. Success is a *process* of one thing following (succeeding) another. If you succeed in your work, among the rewards you can look forward to is a chance to find an even more satisfying job. You may not necessarily leave your employing organization, but you can be almost certain that success will mean *change* in your work life.

Changes in your jobs will extend over a long period. If you are in school or college now, you will still be working during the Twenty-first Century! Men usually can look forward to working for about forty years. The U. S. Department of Labor's Occupational Outlook Division has predicted that the average high school girl today will marry, start a family, and *then* spend twenty-five more years of her lifetime as a worker. *During the 25 to 40 years of your work lifetime you may expect to change jobs many times.*

Make the best record possible on each job. Build a reputation with your first employer and co-workers. Each time you change your employer, you will usually ask your past employer for a letter of recommendation. New employers will often telephone for a personal and confidential word about your reliability, cooperativeness, ability, and other qualifications.

Here are some rules you may follow in your daily work activity to assure that your career life will move forward:

1. Learn all you can on-the-job.

2. Read job manuals, professional literature, company newsletters and magazines, and take advantage of training courses whenever offered.
3. Know the reasons for your job and its importance. Find out how your job functions relate to the work of others.

Succeeding on the Job

4. Do your job as accurately, efficiently, and economically as possible. Observe other successful workers for hints about "performance standards" – promptness, neatness, alertness.
5. Get acquainted with your new group of co-workers. Treat each of them with respect for their knowledge about your job and your new employer. Make and keep friends by using tact and consideration at all times.
6. Avoid projecting an image of yourself as a "squabbler," "griper," "buck-passer," "gold-bricker," "Alibi-Ike," "loner," – or any other of the "types" which both workers and employers agree are not

pleasant people to have around.

7. Communicate with co-workers and supervisors. Keep others posted if anything happens in your area that may have a later effect on them. Express honest opinions about decisions your supervisor has under consideration. Make reasonable suggestions for improving your organization's products or services.
8. Become familiar with your employing company's table of organization – the way in which it groups its workers. Analyze the departments in which changeover of employees can be forecast. Know the requirements for the various kinds and levels of positions. Consider applying for a transfer to a department that is more challenging to you if you are qualified.
9. Become familiar with the organization's policies and personnel code.
10. Prepare for advancement. Many corporations will pay your tuition fees for attending college, business and technical schools at night. Accept an opportunity to "fill in" for a co-worker who must be absent.
11. Ask for "feed-back" from your supervisor about your job performance. Attempt to follow his suggestions for change and improvement.
12. Keep yourself informed of the activities of other organizations in industries similar to your current one.

If your advancement is apparently much slower than that of others less qualified, try to find out why. You may need to reexamine your original career choice; or the ever-changing technology of our age may have had an adverse impact on your particular job function.

Always try to leave one job or an old employer with the best possible relationship. Try to take a good reputation with you and leave a good reputation behind. Save your old employer from as much inconvenience as possible due to your depar-

Keep an Eye on Changes in the World of Work

ture. Give adequate termination notice. Offer to train a replacement. Part courteously and as warmly as possible with everyone, even those with whom you may have often disagreed.

Special Problems of Minority Groups and Women

A B'nai B'rith Vocational Service survey, carried out in cooperation with the B'nai B'rith Women, of 6,600 affiliated Jewish high school youth in 40 states and the District of Columbia, showed applicants from minority groups have been faring much b tter in recent years. Religion and race are not as important as they once were in obtaining the job of your choice.

However, if you are a young person from a minority background, you need to face openly some special aspects of finding a job. While discrimination in hiring people on the basis of their race, religion or sex has been markedly reduced in America over recent years, remnants of bigotry may still be having a serious impact on your opportunities for employment and on your own attitudes toward finding your most fulfilling work role. Someone else may have been hired for a job you wanted and needed because the employer preferred persons of another religion, skin color, or sex. You, yourself, may have been discouraged from trying to get certain desirable jobs because you felt your religion, race, or sex limited your chances. You have an obligation to yourself and to other members of your minority group to oppose any unfair employment practices you encounter.

Unfair employment practices must be recognized frankly by you whenever you encounter them. If an employer rejects your job application on the basis of racial or religious qualifications which are not directly relevant to the requirements of the position being filled, he is discriminating against your minority group. For example, it would be relevant to require a minimum of educational preparation and experience in hiring a teacher or an accountant; it would not be relevant, nor fair, to give preference to applicants who are males.

Examples of unfair job discrimination in the past could be listed at great length. They are often in violation of many Federal and State laws, as well as an offense to your dignity. Employers who have agreed to avoid unfair hiring practices display a sign designating them as "An Equal Opportunity Employer."

It is not necessary that you have "proof" of any unfair choice by an employer before you take action to prevent continuing harm to others. Many social agencies exist to discuss your feelings and help you.

The Anti-Defamation League of B'nai B'rith has a long history of struggling to minimize unfair, biased or irrelevant dis-

crimination in hiring. They will help take appropriate action on any complaint by Jewish, Black, Puerto Rican, or other minority youth. You can locate the office of the Anti-Defamation League which is nearest to you by writing to Anti-Defamation League of B'nai B'rith, 315 Lexington Avenue, New York, N.Y. 10016, or you may contact an officer of any Jewish Federation agency in your own community to locate the nearest Anti-Defamation League office.

Black youths may discuss a discriminatory employment incident with an officer of the Black Coalition in his community or with an officer of any of the Black community organizations. The Urban League is frequently likely to have a full-time professional employee available to give your complaint immediate attention.

Your own State will have a Human Rights Commission with offices in major cities. You can locate your State Human Rights Commission by consulting the telephone directory.

The Anti-Defamation League of B'nai B'rith, Urban League, Human Rights Commissions, and many other organizations are sensitive to the deadening, discouraging effect that bias, bigotry and prejudice can have on the enthusiasm and hopefulness of the job hunting activity of minority youth. You will help them help you and others by keeping them informed if you feel you might have been the victim of unfair discrimination in a hiring or promotion decision by an employer.

The history of America is a story of one wave of immigrant people following another in a process of finding work and establishing a firm place for themselves and their children in our nation's world of work. If you are an immigrant, or if you have recently moved from a rural area of the United States to live and work in a large city, you may need and can obtain special help in finding your own place. Many youths who received an inadequate early education in a rural or ghetto school can benefit from professional services. These are now available to up-grade their training and improve chances for employment in a good job.

If you are a minority youth whose early school background was limited or cut short, ask any school counselor about such programs as Upward Bound. Contact the local office of your State Employment Service to learn about a Youth Opportunity Center in your area. There is special training for youth whose background was deprived or disadvantaged. Take full advantage of new and growing opportunities to succeed on an employment level you may not have previously thought possible for you.

The orthodox Jewish job-seeker has special needs to consider in this area. He must find a job that does not require working on Saturday and will permit him to observe the

Jewish holidays. Seventh Day Adventists and other groups have similar problems. In face of these requirements, the individual involved may seek employment with a person of a similar faith or in a religious organization related to his faith.

The usual sources of job leads can be used too with the job seeker's special requirements made clear. Jewish Vocational Service and B'nai B'rith Vocational Service have sponsored special projects to help orthodox youth and adults obtain appropriate jobs.

A FINAL WORD: KEEP AN EYE ON CHANGES IN THE WORLD OF WORK

Not only will you probably change jobs many times; it is likely that if you are starting your work lifetime now, you may change your type of occupation three or four times. Education will be a continuous process in a changing world. You may anticipate returning to school or college for retraining. You may feel certain that you will need to use your skills in finding a new job many times during your work career.

If you keep abreast of the trends in the world of work, you can make plans and take advantage of changes. Each new job can bring you a step closer to your ideal career goals.

1. More and more jobs will require higher levels of technical and professional education.
2. More and more people will be needed in the output, not of concrete, material objects but in producing intangible services such as education, health, recreation, travel, etc.

3. The location of job opportunities will shift and change with growing freedom from rigid, geographic factors of power sources and raw material availability.
4. Automation and computerization will mean sweeping changes in working hours, in the roles of women, and in the number and kinds of jobs available.

The one key lesson to be learned from studies of trends in the world of work is: Be Ready for Change; Be Ready to Learn; Be Flexible.

Know how to find a good job *whenever* the situation arises.

Know how to find your special place – and keep it – in an ever changing world at work where new exciting career opportunities are emerging to meet the needs of unusual human potential.

Selected Bibliography

Adler, K.A. **The Job Resumé and Letter of Application.** Cambridge, Mass.: Bellman Publishing Co. 1971.

Area Trends in Employment-Unemployment. U. S. Department of Labor, Washington, D. C. Monthly.

Counselor's Information Service. Quarterly annotated bibliography of current literature on educational and vocational guidance. Washington, D. C.: B'nai B'rith Vocational Service.

Eisen, Irving. **Careers in Teaching and Education.** Washington, D. C.: B'nai B'rith Vocational Service. 1970.

Eisen, Irving and Leonard H. Goodman. **A "Starter" File of Free Occupational Literature.** Washington, D. C.: B'nai B'rith Vocational Service. 1970.

Eisen, Irving and Leonard H. Goodman. **Studying for Success in High School and College.** Washington, D. C.: B'nai B'rith Vocational Service. 1968.

Feingold, S. Norman. **A Career Conference For Your Community.** Washington, D. C.: B'nai B'rith Vocational Service. 1964.

Feingold, S. Norman. **Counselors and Community Resources.** C.I.S. Washington, D. C.: B'nai B'rith Vocational Service. 1970.

Feingold, S. Norman. "Guidance for Gifted Students." Washington, D. C.: B'nai B'rith Vocational Service. (Reprint from **Occupational Outlook Quarterly,** 12: 14-17, 1968).

Feingold, S. Norman. **The Job Finder: It Pays to Advertise.** Cambridge, Mass.: Bellman Publishing Company. 1966.

Feingold, S. Norman. "New Challenges in Counseling Jewish College Youth." Washington, D. C.: B'nai B'rith Vocational Service. (Reprint from **Journal of Jewish Communal Service,** 43: 237-244. 1967.)

Feingold, S. Norman. **Latest Information on Scholarships in the Space Age.** C.I.S. Washington, D. C.: B'nai B'rith Vocational Service. 1968.

Feingold, S. Norman (Ed.). Occupational Brief Series. Washington, D. C.: B'nai B'rith Vocational Service.

Careers in City Management, 1968.
Careers in Community Relations Work, 1970.
Careers in Corporate Management, 1968.
Careers in Medicine, 1970.
Careers in Memorial Counseling, 1968.
Careers in Optometry, 1968.
Careers in Pharmacy, 1970.
Careers in Psychology, 1968.
Careers in Social Casework in Jewish Agencies, 1971.
Careers in Social Group Work in Jewish Agencies, 1969.

Careers in Synagogue and Temple Administration, 1968.

Careers in Vocational Service in Jewish Agencies, 1969.

Careers in the Biological Sciences, 1970.

Careers in the Cantorate, 1968.

Careers in the Rabbinate, 1969.

Casework Careers in Jewish Communal Agencies, 1971.

Your Opportunity for a Professional Career in Jewish Communal Service, 1968.

Feingold, S. Norman. **Scholarships, Fellowships and Loans.** Cambridge, Mass.: Bellman Publishing Company, Vol. III, 1955; Vol. IV, 1962.

Feingold, S. Norman. **Vocational Outlook for the 1970's and the 1980's.** Washington, D. C.; B'nai B'rith Vocational Service. C.I.S. 1969.

Feingold, S. Norman and Alfred Jospe. **College Guide for Jewish Youth.** Washington, D. C.; B'nai B'rith Vocational Service and B'nai B'rith Hillel Foundations. 1968-69 Edition.

Feingold, S. Norman and Harold List. **Finding Part-Time Jobs.** Chicago, Ill.: Science Research Associates. 1962.

Feingold, S. Norman and Sol Swerdloff. **Occupations and Careers.** New York, N. Y.: McGraw-Hill Book Company, 1969.

Feingold, S. Norman, Sol Swerdloff and William Mead. **Prep School Guide for Jewish Youth.** Washington, D. C.: B'nai B'rith Vocational Service. 1966.

Hopke, William E. (Ed.). **Encyclopedia of Careers.** Chicago, Ill.: J. G. Ferguson Publishing Company. 1967.

Kaiser, Ronald S. and Benjamin Lasoff. **Scholarships and Other Financial Aids in Minnesota.** Minneapolis, Minn.: Twin Cities B'nai B'rith Vocational Service. 1967.

Konopka, Gisela. **Social Group Work: A Helping Process.** Englewood Cliffs, N. J.; Prentice-Hall. 1963.

Liebers, A. **How to Pass Employment Tests.** New York, N. Y.: Arco Publishing Company. 1966.

Lubin, James L. **Technical Career Index: A Complete Index to Companies, Salaries, Benefits, Job Selection.** Bernardsville, N. J.: Padric Publishing Company. 1969.

McKay, A. Ernest. **The Macmillan Job Guide to American Corporations.** New York, N. Y.: The Macmillan Company. 1967.

National Association of Social Workers. **Encyclopedia of Social Work,** New York, N. Y. 1965.

National Commission on Social Work Careers. **Unlock the Power of Human Resources Through Social Work With Groups.** New York, N. Y. 1967.

National Jewish Welfare Board. **Your Career Opportunity as a Social Worker in the Jewish Community Center and YM-YWHA.** New York, N. Y. 1967.

National Jewish Welfare Board. **Scholarships, Fellowships and Work Study Plans for Graduate Social Work Education.** New York, N. Y. 1968.

Pins, Arnulf. **Your Opportunity for a Professional Career in Jewish Communal Service.** Washington, D. C.: B'nai B'rith Vocational Service. 1968.

Scholarships, Fellowships and Loans News Service. Cambridge, Mass.: Bellman Publishing Company. Quarterly.

Sinick, Daniel. **Part-Time, Summer and Volunteer Jobs for Jewish and Other Minority Youth.** Washington, D. C.: B'nai B'rith Vocational Service. 1969.

Sinick, Daniel. **You and Your Child's Career.** Washington, D. C.: B'nai B'rith Vocational Service. 1966.

Social Work Recruiting Center of Greater New York. **Twenty Questions and Answers About Social Work.** New York, N.Y. 1967.

Swerdloff, Sol and Howard Rosen. **College and Career Plans of Jewish High School Youth.** Washington, D. C.: B'nai B'rith Vocational Service. 1964.

U. S. Department of Labor, Bureau of Labor Statistics. **Occupational Outlook Handbook** 1970-71.

U. S. Department of Labor, Manpower Administration. **Job Guide for Young Workers** 1969-1970 Edition. Washington, D. C.: U. S. Government Printing Office.

U. S. Department of Labor, Wage and Labor Standards Administration, Women's Bureau. **1969 Handbook on Women Workers.** Washington, D. C.: U. S. Government Printing Office. 1969.

U. S. Department of Labor, Manpower Administration. **Dictionary of Occupational Titles,** Vol. 1, Definition of Titles, Third Edition. Washington, D. C.: U. S. Government Printing Office. 1965.

U. S. Department of Labor, Manpower Administration. **Dictionary of Occupational Titles,** Vol. II Occupational Classification, Third Edition. Washington, D. C.: U. S. Government Printing Office. 1965.

U. S. Department of Labor, Manpower Administration. **Dictionary of Occupational Titles** Supplement, Selected Characteristics of Occupations (Physical Demands, Working Conditions, Training Time), Third Edition. Washington, D. C.: U. S. Government Printing Office. 1966.

U. S. Department of Labor, Manpower Administration. **Dictionary of Occupational Titles** Supplement 2, Selected Characteristics of Occupations by Worker Traits and Physical Strength (Third Edition). Washington, D. C.: U. S. Government Printing Office. 1968.

34